1. GETTING STARTED

1.1. About *eGrants*

The Corporation for National and Community Service (The Corporation) has developed *eGrants* to allow grantees and Corporation staff an easy and accurate method to manage grants online. *eGrants* is an interactive web-based tool that allows grantees to apply online, and track the status of their grant from application to close-out.

Before using *eGrants* to apply for a grant, please refer to our website at www.nationalservice.org for information about qualifying for grants and what kinds of information must be supplied in your application.

If this is the first time you have used *eGrants*, it would be helpful to take time to become familiar with its various functions. This online manual has been provided to assist you with the basic functions of the system, and to provide guidance on how to fill out the online forms.

1.2. Setting Up Your Computer

To use *eGrants*, you must have a computer with a monitor that is set up to accommodate *eGrants'* screens, access to the Internet, an Internet browser, and the software for Adobe Acrobat.

> **Note for Apple Computer Users**: If you use an Apple computer, you may not be able to access *eGrants* at this time. Some versions of the Mac operating system are not compatible with *eGrants*. We are working to resolve this issue. The only fully tested and successful configuration is OSX (OS10) with the latest security patches running IE 5.x.

Computer Monitor:
Your computer monitor should be set to at least a **1024 x 768** pixel resolution. A 15- inch monitor will work, but a 17-inch monitor would be better. This is extremely important! If you choose not to change the screen resolution, you will not be able to view the entire *eGrants* page at one time and will need to scroll over and down frequently to access necessary fields.

To change your resolution in Windows, follow these steps:

1. Click the "**Start**" button
2. Click on "**Settings**"
3. Select "**Control Panel**"
4. Select "**Display**"
5. Select the "**Settings**" tab
6. In the Screen Area box, it will indicate what the current resolution is. If it is not **1024 x 768 pixels**, move the little arrow to the right one notch, or until the resolution is correct.
7. Click "**Apply**"
8. A popup warning will come up telling you that Windows is going to resize your desktop and that your screen may "flicker"
9. Click "**OK**"
10. Your screen may go black for a moment. When your screen comes back, you will notice that the characters are much smaller, but that you can view a wider portion of your screen. (When you are not using *eGrants*, you can always set the resolution back by following the same instructions.)
11. You will have a message asking if you want to keep this setting. Select "**Yes**."

Computer:
Your computer's processing speed should be at least 300 MHz.

Internet Access:
A broadband connection (DSL, cable) is preferable. You can use a dial-up connection, in which case your modem should be rated at 56K. A modem rated at anything lower (such as 28.8K) will make *eGrants* exceedingly slow. (Upgrading your modem is easy and inexpensive – they are widely available online and through computer and office supply stores.)

Internet Browser:
eGrants works with either **Netscape** or **Internet Explorer**. The setup is slightly different depending on which you choose (instructions below).

Which Browser do I have?
The easiest way to tell is by looking at the icon.

Internet Explorer looks like this:

Netscape looks like this:

What version do I need? And how do I find out what version I currently have?

If you use **Internet Explorer**, you will need to have version 5.0 or higher. Ideally, you should have version 5.5. If you use **Netscape**, the version needs to be 4.0 or higher.   To find out which version you have, open the browser, and then click on Help from the menu, then select About Internet Explorer (or About Netscape).
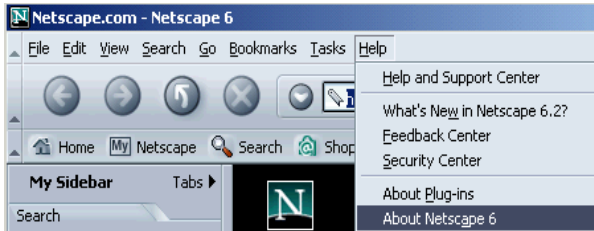
A window will open, displaying the version number. If you need to upgrade to a newer version of your browser, you can get them free at the following web sites:

Internet Explorer: http://www.microsoft.com/windows/ie/downloads/ie6/default.asp
Netscape: http://wp.netscape.com/computing/download/index.html?cp=hop05ft6

Setup instructions for Internet Explorer and Netscape:

Set up for <u>Internet Explorer</u>

The setup for Internet Explorer depends on the version you have. If you have **version 5.5** you only need to verify that your **Java Virtual Machine** (JVM) is the correct version, and you're good to go. To check the version of your JVM, you will need to enable the Java console. To do that, open your browser and:

Select **Tools→ Internet Options**

Select the **Advanced** tab

Under Microsoft VM, check the box: **Java console enabled.**

Restart Internet Explorer by closing the IE window and opening it again

Display the Java console by selecting **View→ Java Console**.

The JVM version will be displayed. It should be at least release 5.0.0.38. If it is not, the latest version can be obtained for free from the Microsoft Website (http://windowsupdate.microsoft.com/)

> ***TIP:*** *If you go to the Microsoft Website, click on **Product Updates.** The site will automatically check to see what updates your computer needs, and then will take you to a new page. Under "**critical updates package**" click on the "**individual updates**" link. Look for an update that refers to JVM and follow the directions for downloading.)*

If you are using a version of Internet Explorer other than 5.5 (for example, if your computer is running Windows 2000, ME, or XP, you will likely have **Internet Explorer 6.0** already installed), you can still use *eGrants*, but you will have to install a free applet From Oracle called **JInitiator** (see Creating Your *eGrants* Account below).

Set up for <u>Netscape</u>

To use *eGrants* with **Netscape**, you will also have to install the free applet from Oracle Corporation called **JInitiator**. You will be prompted to install it when you first run *eGrants* (see creating Your *eGrants* Account below).

If you are running **version 6 of Netscape**, you will have to **move a file** from one directory to another *after* installing **JInitiator**.

Specifically, move the file: ***NPJinit-11816.DDL***
From this directory: ***c:\Program Files\Oracle\JInitiator 1.1.8.16\Bin***
To this directory***: c:\program Files\Netscape\Netscape6\plugins***

> ***If you do not know how to move a file, follow these steps:***
>
> *1. Go into the **c:drive** of your computer. Open the folder called **Program Files**; then open the folder called **Oracle**, then open the folder called **JInitiator,** and, finally, open the folder called **bin.***
>
> *2. Find the file: **NPJinit-11816.DDL** and put your cursor on it. Go to "Edit" on the menu and select "cut."*
>
> *3. Go back to the **Program Files** folder. Open the **Netscape** folder, then open the **Netscape6** folder, and finally, open the **plugins** folder. Go to "Edit" on the menu and select "paste."*

Adobe Acrobat Software:
>In order to view reports in *eGrants*, you will need to install document-viewing software called **Adobe Acrobat**. Make sure you have version 5.0 so that you can save any reports that you print.   This is available free at http://www.adobe.com/products/acrobat/readstep2.html.

> If you receive an error message that indicates you are having **difficulty connecting to the server**, please go to http://www.nationalservice.org/egrants/manual/securitysettings.html for instructions on how to change your connection security settings.

1.3   Creating Your *eGrants* Account

> **Before you begin:**
> Be sure to have the *Employer Identification Number (EIN*) for your organization. You will need it to create your *eGrants* account.
>
> Make sure you have an *e-mail account*. You will need an e-mail account to receive your username and password when you create your *eGrants* account as instructed below. (If you don't have an e-mail account, you can create one through one of the free e-mail accounts available (e.g., yahoo.com or hotmail.com).

1. To create your *eGrants* account, go to the Corporation's web site at www.nationalservice.org and **click on the *eGrants* button**.

2. Click on the "**New User**" button.

3. You may now have to download JInitiator. The instructions below explain how to do this for users who **do not** have Internet Explorer 5.5 or Netscape. If you have Internet Explorer 5.5, or use a Macintosh computer, go directly to number 4.

Instructions for Downloading JInitiator.

Before you begin to install JInitiator, close all open applications on your desktop except the Internet browser.

a) After you click on the *New User* button, the browser window will open and display a dialog box that says, "This will install Oracle JInitiator 1.1.8.19: do you wish to continue?"

b) Click the *Yes* button**:** The setup process will continue with a setup wizard that will guide you through the rest of the JInitiator installation.

c) Click the *Next* button on the *Welcome* message

d) Click the Next button on the *Choose Destination Location* screen (do not change the destination location).

e) JInitiator will now install and inform you when it is complete. This may take up to one hour or longer to complete the installation, depending on your modem speed. Follow the directions on the screen if you are using the Netscape browser (i.e., close your browser and restart *eGrants* by clicking on the *eGrants* button at www.nationalservice.org).

f) If you are using Internet Explorer, your browser will open to a web site that will allow you to create your account after the JInitiator installation is complete.

g) **NOTE**: during this process you may get a pop up window (displayed below) asking if you if it is okay to install the file. There will be a check box that says **"Always Trust Content from Oracle Corporation."** Check this box and click "**Yes**."
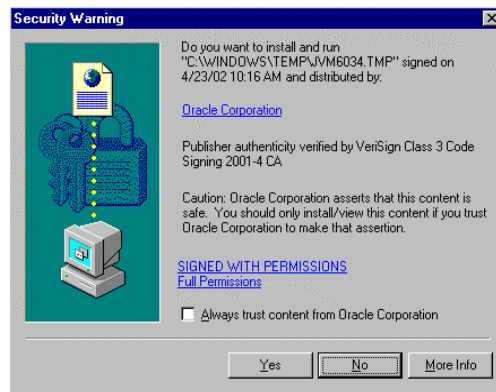
4. Click on the "**Create Account**" button to create a new account. (Internet Explorer 5.5 users will have a short wait at this point.)

5. You will now enter *eGrants*!

> ⚠ **Do not close the browser window with the blank, gray background. This must always remain open. Closing it may interrupt your eGrants session and you could lose any unsaved work!**

6. A screen will now be displayed that asks "Has your organization done business with the Corporation in the past?"

   If your organization has received a grant from the Corporation in the past, or if someone from your organization has already created an initial account, select "**Yes.**"

   If your organization's information is not already contained in *eGrants*, select "**No**."

   (If you are uncertain, we recommend that you select "**Yes**." You will know very quickly if you information is NOT already in eGrants and will be able to start over.)

   If you select **No,** you must follow steps 1 – 6 to create your organizational profile in *eGrants*. If you select **Yes**, you may skip to steps 7 – 13 to create your personal *eGrants* account.

   1. Enter your organization's **EIN**, and **name**, and then select the **type of organization** from the pull-down menu

   2. Enter the **primary address, phone, fax** and **e-mail addresses** that should be used to contact your organization. If this is a subsidiary organization, enter the EIN of the parent organization.

3. Select your *organization's characteristics* by clicking on the first row in the list and then clicking on the button next to that row. Select a characteristic from the list in the window that opens and click on "OK." Repeat as many times as needed.

4. Click the "**Next**" button.

5. *eGrants* will check to see if other organizations with the same EIN or name exist in the system. If it finds one or more such organizations, it will display them in a list. If you find your organization in that list, select it and click on "**OK**." That information will now be used to create your account.

6. If you do not see your organization listed, click on "**Cancel"** and *eGrants* will add the organization information that you entered into the system.

Follow steps 7 – 12 to create your personal account

7. Enter your organization's **EIN**. If there is more than one organization on file for that EIN, you will be prompted to select from the list. (Skip this step if you completed steps 1 - 6)

8. Verify that the information about your organization is correct. *If any information is incorrect, the person identified as the Grantee Administrator for your organization can correct it on-line. The Grantee Administrator is usually the first person from an organization who creates an account. See Section 3.2 for more information about the Grantee Administrator.*

9. Press the "**Next**" button and enter your personal information (e.g., prefix, name, title, phone number(s), email address, etc). *Make sure you enter the correct email address since this is how eGrants will notify you of your user name and password*.

10. Press the "**Create Account"** button.

11. A notification will be sent to the email address you specified in the account creation screen with your username and temporary password*.*

For you to begin using *eGrants,* the **Grantee Administrator** for your organization will have to assign you the "**Grantee**" role.   The notification e-mail will provide you with the name and contact information for the Grantee Administrator so you can make sure this has been done.

12. Close the *eGrants* browser window.

13. Follow the directions in Section 2.1 **Logging onto eGrants** after you receive your username and password through e-mail.

TIP: *Anyone from your organization who will be required to work on any part of your grant application will need to create their own account to access eGrants*. This includes your sponsoring agency Executive Director or other representative who will serve as the authorized certifying official. Even if that individual is not involved with entering any of your grant application, they will need to have an account in order to certify ("sign") the application.